

MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT

MINUTES

Meeting: Board of Health

Date: 07-27-2005

Time: 7:30 p.m.

Place: Red Bud Regional Hospital

Attendance: Lyle Hoffman, President; Betty Luthy, Vice President; Ken Slavens, Secretary/Treasurer; Dale Haudrich; Jay Vogt

Not Present: Dr. Marion Ivanuck; Dr. Allen Liefer; Dr. Heather Lucas

Others Present: Thomas Smith; Jessica Schuwerk; Pamela Birchler

DISCUSSION

Lyle Hoffman called the meeting to order at 7:35 p.m.

Lyle Hoffman found two errors in the 6/08/05 minutes pertaining to motions made. Jay Vogt made a motion that the minutes of the June 8, 2005 meeting be approved as amended. Seconded by Betty Luthy. Approved.

A short discussion took place about the remodeling for the Chester office. Tom Smith and Mike Schneider will be attending the August 1, 2005 Randolph County Board meeting to present the remodeling plans to the Board. Both the Randolph County Board and the Board of Health are in favor of remodeling the Chester office.

Tom Smith asked the Board for response on the Director of Environmental Health (DEH) position. Tom informed them that he sent an advertisement for the position to every newspaper in Randolph and Monroe County and also the Belleville News Democrat and the Southern Illinoisan. Two applications were received as a result. Neither of the two applicants are able to become a Licensed Environmental Health Practitioner. Tom reported to the Board that John is currently performing some duties of the DEH. The hiring of a DEH will relieve Tom of required meetings and the supervision of the environmental health staff. Lyle questioned if the staff at the Health Department could cover the work load

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if John was promoted. Tom responded that if John was promoted his position would have to be filled because it is a union position. Applications have already been submitted for Sanitarian with two potential candidates. John will also be doing some inspections if promoted to the DEH position.

Tom Smith gave a report on the outcome of the Cities Readiness Initiative drill that took place 6/15/2005. The exercise was observed by staff from Batelle Corporation, the State of Illinois Health Department, and the Director of Quality Control at Chester Mental Health. Based on the number of volunteers that were prophylaxed during the exercise it was determined that the population of Monroe County could be prophylaxed in 48 hours using the drive through method. The Health Department had a good overall review. The reviewers liked the drive through model that was used and the staff's use of the Incident Command structure.

Another drill is scheduled for 10/28/2005. This drill is for the Illinois-Metro East and will include both Randolph and Monroe County. A meeting is being held 07/28/2005 with local police chiefs and the Randolph County planning board about the drill. A preliminary number of 15 sites have been set for both counties that will rely heavily on volunteers in an emergency. The local police chiefs will be consulted on the best locations.

It was reported by Tom Smith that Mike Schneider has the remodeling plans for the Sparta office completed. Tom and Pam Birchler are going to review them in the next week.

Tom presented the financial statements compared to the budget through June 30, 2005. He pointed out that the only program over budget at this time is TB. This is due to the number of patients this year and the number of home visits the staff has made to monitor their medicine intake.

Tom pointed out to the Board that the cash balance is substantially low. The 07/01/2005 voucher reflects a balance of \$100,136.60. This is a result of waiting on final grant payments from the State of Illinois. There is a

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CRI exercise June 15, 2005

Drill October 28, 2005

Sparta office remodeling

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possibility that the Department will ask for an advance from the Counties on County Health Tax monies. There is no expectation of financial difficulties. Jay Vogt questioned the impact of John's possible promotion to this problem. Tom responded that the salary change will be worked in to the FY2006 budget.

The election of the Board of Health officers was held. Jay Vogt made a motion to keep all the present officers in their respective positions. Seconded by Dale Haudrich. Approved.

Board of Health elections

The Board made a request to Tom Smith for an Annual Report booklet on the Health Department. Tom will work on getting an updated version.

Other Business

Dale Haudrich made a motion to call an executive session at 8:30pm to consider information regarding the employment of an employee or officer. This executive session is authorized by the Open Meetings Act, Section 42, Chapter 102 of the Illinois Revised Statutes which allows the board to consider information regarding the appointment, employment or dismissal of an employee or officer in closed session. Seconded by Jay Vogt. Approved.

Executive Session

The Board of Health came out of executive session at 8:54 p.m.

Ken Slavens made a motion to appoint John Wagner to the position of Director of Environmental Health with a salary of \$ 40,000, requiring attendance and reports at the Board of Health meetings. Seconded by Dale Haudrich. Approved.

Motion by Betty Luthy to adjourn. Seconded by Ken Slavens. Approved. The board adjourned at 9:03 p.m.

Adjourn

Lyle Hoffman, President